

**DUTY STATEMENT**

<b>Classification:</b> Energy Commission Specialist II (TED)	<b>Position No.</b> 8200-4185-00x (SB 350 – EEA SME)
<b>CBID:</b> R-10	<b>Office:</b> Demand Analysis – Efficiency Analysis Unit
<b>Date Prepared:</b> October 8, 2018	<b>Division:</b> Energy Assessments
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general direction of the Energy Resources Specialist III (Supervisory), the Energy Commission Specialist II (ECS II) serves as a subject-matter expert, a highly-skilled practitioner, and the prime resource person on SB 350 mandates. SB 350 requires the Energy Commission to develop annual targets for statewide energy efficiency savings and energy demand reductions in order to achieve a cumulative doubling of energy efficiency savings in electricity and natural gas final end uses of retail customers by January 1, 2030. Additionally, commencing in 2019 and biennially thereafter, the Energy Commission must prepare an assessment of the effects of these savings on electricity demand statewide, in local service areas, and on an hourly and seasonal basis. Under the lead of the Energy Commission's top subject matter experts in the area of energy efficiency, the ECS II works with a team of energy specialists and consultants knowledgeable about electricity and natural gas customers in California and state and utility programs intended to evaluate cost effectiveness and set energy efficiency savings targets and evaluate progress towards the achievement of these targets. The incumbent coordinates, manages, and tracks the activities of technical consultants through contract work authorizations. This includes oversight and first-level evaluation of consultant reports.

**WORKING CONDITIONS.** The work is performed primarily indoors in an office and meeting-room setting and involves standing and walking as well as sitting for long periods of time. The incumbent must work well with people inside and outside the Energy Commission, including members of the general public; perform well under pressure of deadlines; exercise good listening and communication skills; and prepare quality reports and regulations for expert and layperson readers, team members, and contractors. Additional hours beyond the eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software, such as word processes, electronic mail, and internet; participate in and lead meetings with other staff and with other agencies. Some travel is required to attend off-site meetings and participate in workshops and hearings.

**DUTIES AND RESPONSIBILITIES:**

- 30% Serves as the Energy Commission's subject matter expert on energy efficiency targets and as prime resource person for the work to establish efficiency targets for utilities and other responsible entities. Coordinate with Energy Commission efficiency experts and stakeholders to develop estimates of statewide and regional energy efficiency savings potential. Evaluates impacts from technologies and strategies that involve substitution of electricity for natural gas. Evaluates alternative methods of estimating cost effectiveness of energy efficiency measures and programs designed to meet SB 350 targets. Makes recommendations for developing and implementing the process for establishing annual targets that double statewide energy efficiency savings and examine strategies that may be implemented to encourage electric and gas utilities and other entities to increase their customers' energy efficiency savings. (E)

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- 25% Works with other Demand Analysis staff and other offices within the Energy Commission to develop and assess methods to decrease gaps between energy efficiency savings accomplishments and the annual statewide targets in order to achieve a doubling of energy efficiency savings in electricity and natural gas final end uses for retail customers. Collaborates with the Efficiency Division and other stakeholders to assess efficiency savings contributions from codes and standards. Coordinates the effort to develop tools and methodologies for assessing progress in reaching statewide energy efficiency targets. (E)
- 20% Serves as the technical and policy resource person on the development of methods that measure and assess a) the interactive effects between natural gas and electricity consumption resulting from state energy efficiency policy, b) the hourly and seasonal impacts from efficiency initiatives, and c) local, regional, and statewide efficiency impacts while d) also considering impacts of photovoltaics, storage and other electricity load modifiers. Makes recommendations to forecasters about how to incorporate the results of these assessments into the demand forecast and its models. (E)
- 10% Coordinates with the California Public Utilities Commission, electric and natural gas utilities, and other responsible entities on energy efficiency reporting requirements and data collection needed to carry out and assess energy efficiency legislative mandates, along with the confidentiality requirements for handling these data. Coordinates data collection process with the data collection unit of the Demand Analysis Office, management, Commissioners, and stakeholders to determine requirements to procure data. Collaborates with electric generation specialists to review energy efficiency and demand response reported as part of the integrated resource plans submitted to the Energy Commission by publicly owned utilities. (E)
- 5% Manages and tracks the activities of technical consultants through work authorizations. This includes oversight and first-level evaluation of consultant reports. (E)
- 5% Makes presentations at workshops and other meetings related to SB 350 energy efficiency efforts. Presents findings and conclusions to staff, management, Commissioners, other government agencies, legislature, media, and private entities involved in energy efficiency and forecasting. Writes chapters in reports and documentation of processes developed to meet and measure progress towards reaching statewide energy efficiency savings targets. (E)
- 5% Performs other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
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Employee	Aida Escala
Date	Date
Energy Commission Specialist II (TED)	Energy Resources Specialist III (Supervisory)